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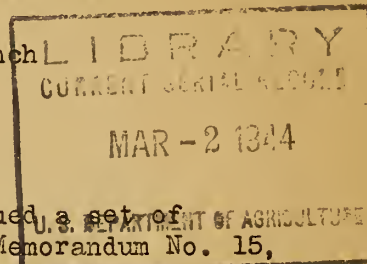
SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 24

Supplement B

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Preparation of Purchase Plans



The Deputy Director for Procurement Activities has issued a set of instructions to be used as a supplement to Director's Memorandum No. 15, Supplement 5, in the preparation of purchase plans. In accordance with these instructions, the original Branch memorandum on the above subject, insofar as it pertains to "the necessary items to be included in each purchase plan", is revised as follows:

1. Commodity and total quantity allocated to each claimant agency. (Quarterly)
2. Quantity required to be purchased by O. D. including the O. D. Contingency Reserve and names of the programs of purchase. (This quarterly schedule should be supplemented, whenever possible, by information on procurement schedules of other major agencies (i.e., the Army) which are procuring independently.
3. Explanation of the difference (if any) between Item 1 and Item 2. This explanation should indicate whether the decision not to buy up to the full allocation is due to a desire to reduce operating stocks, to procure at a level below the allocation, or to other factors.
4. Breakdown by claimant agencies (and contingency reserves) as to grade, types, packages, time of delivery, where specified, (Quarterly)
5. Monthly delivery schedule (from vendor to O. D.) or proposed acquisitions.
6. Method of purchase and need for the development of special aids, such as orders, rationing, financing, priorities, etc. (No purchase plan or action thereunder shall be withheld pending actual development of such special aids.)
7. Method to be used in transferring supplies procured for domestic claimants, such as the War Shipping Administration, Veteran's Administration, etc.
8. Statement as to the need for adjusting the percentages used in any set-aside order in effect, in order to cover quantities allocated to O. D. and other government agencies.

*H. C. Albin*

